

Missouri State Library  
Office of the Secretary of State

Library Services & Technology Act  
Federal Grant Program

# **Bring in an Expert**

Grant Application

Fall 2006

**Missouri Five-Year State Plan  
For the Use of  
Library Services and Technology Act (LSTA) Funds  
Fiscal Years 2003 - 2008**

**DEFINITIONS:**

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

# **MISSOURI STATE LIBRARY LSTA BRING IN AN EXPERT GRANT PROGRAM**

## **Information & Guidelines Fall 2006**

### **Grant Program Description**

This grant program is designed to allow libraries to contract with a professional to come to their libraries and work with their administration, staff, trustees, or community on a specific need or activity, for a period of up to five (5) days. The program is designed for libraries that do not have the local funding available for such an expense. The purpose of this program is to establish enduring professional and institutional connections and to provide professional expertise for specific needs of the library.

### **Grant Priorities**

“Bring in an Expert” grant funds are intended to help libraries secure the services of qualified consultants, professional librarians, technology experts, planners, marketing firms, interior designers, child development specialists, or other experts with a skill or knowledge that would benefit the library’s administration, staff, or patrons.

Professional services may be obtained to provide advice and expertise with writing library policies, collection development, (existing) library space planning, technology planning, developing a marketing strategy, public relations, or other activities deemed eligible by the State Library. Examples include but are not limited to planning library services for seniors, designing staff orientation programs or developing electronic reference services. Projects related to building a library building or major new construction are not eligible.

### **Eligibility**

This grant is open to all public libraries certified to receive State Aid, plus those libraries meeting the definitions of school, academic, and special library and library consortia as defined in the “Missouri Five-Year State Plan for the Use of Library Services and Technology Act (LSTA) Funds.” See attached “Definitions.”

### **Funds Available**

A library may request up to a maximum of \$5,000. Any amount over \$5,000 that is required for the project is the responsibility of the local library.

### **Local Match**

No local matching funds are required.

### **Allowable and Unallowable Costs**

Allowable costs include, but are not limited to:

- Fees, honorarium, or stipend for the expert
- Travel, including overnight expenses (lodging and food) for the expert
- Substitute staff at your library, to enable permanent staff to participate in the project or activity

Unallowable costs include, but are not limited to:

- Hiring a member of the applicant's own library or applicant's regional library
- Paying for library administration, staff, or trustees to attend an activity off-site
- Equipment purchases
- Collection development acquisitions
- Costs for meetings, such as room rental, refreshments and related supplies
- Building planning and design
- Planning a tax levy
- On-call maintenance contracts, or computer training normally provided by vendors as part of the installation process for hardware or software

**Large Purchase Documentation:** If your grant request requires procurement of a large dollar item, then a competitive bid process may be necessary. For items over an amount specified in your procurement guidelines (example-Missouri State Library's specified amount is \$3,000), you will need to document your bid process used for the purchase. Informal methods of requesting competitive bids are: fax bids; telephone bids; catalog comparison; or, e-mail bids. Documentation can be in the form of a list stating names of vendors, date of bid requests, and amount of bids.

**Explanation:**

Documentation of a bid process involves writing down the information gathered during research of a purchase. A **bid process** is choosing the best buy from at least three vendors. **Documentation** is information from different vendors through newspaper ads, quotes received by fax, website quote pages, or estimates received over the phone written on a sheet of paper. The **documentation of this process**, writing down how you made the decision to buy the equipment from the vendor, is to be part of the grant project file.

Any questions regarding this process can be addressed to Diana Very, LSTA Grant Officer, 573-526-1256.

### **Grant monitoring**

According to Federal Regulations 45CFR1183.40, revised October 1, 2004, "*grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function, or activity.*"

In an effort to comply with the Federal Regulations, Missouri State Library staff will monitor and report program performance on awarded LSTA grants. This will be accomplished by site visits, interim reports, or phone calls.

### **Review of Applications**

- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to the State Librarian.
- State Librarian submits recommendations to the Secretary of State.
- Final decision is made by the Secretary of State.
- Only completed application forms from eligible institutions will be reviewed.

- Applicants are to provide in their grant application convincing information about the qualifications of the professional they plan to hire. Include a resume or business equivalent that establishes the expert's credentials and experience in the field.
- For a library to be eligible to receive funding, the selected professional must have appropriate qualifications for the planned project, and the proposed project must be appropriate and match a critical need of the library. Other factors include the library's inability to pay for such professional services from local funds (the per capita local tax base will be used as a measure of its ability to pay).

### **Application Deadline and Grant Period**

- Application Deadline: **October 25, 2006** (postmarked or hand delivered).
- *Project Grant Period: January 1, 2007 to June 30, 2007.*

No grant funds may be encumbered or expended until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State.

### **Before you apply:**

Determine if your library's cash flow is adequate to meet the following terms and conditions of this grant, should it be awarded:

1. *How payments are made:*  
Generally, grant funds are awarded in two or more successive payments, timed to allow the grantee access to sufficient monies to carry out and complete the funded project. However, 30% of the grant award is customarily withheld until completion and approval of the final report by the State Library. It is the grantee's responsibility to use the grant funds to pay project expenses in a timely manner. Grantees with cash flow issues are advised to work out payment arrangements with vendors in advance, if they must wait for a final grant payment to complete all payments to a vendor(s).
2. *Disbursement of funds by grantee:*  
Federal regulations require the grantee to expend (disburse) all Grants payments within a reasonable time period of their receipt – generally up to 30 days. Failure to do so risks default of the grant funds to the State Library.
3. *How this grant will be paid:*  
Grantees will be reimbursed in one payment for *actual* documented expenses up to the amount awarded, upon completion of the project and submission of the Final Report and Request for Payment. Forms will be provided. Some support materials are required as part of the Final Report.

### **Where and how do I apply?**

1. Decide what you hope to accomplish and why.
2. Decide whom you want to hire.
3. Confirm that the person(s) or firm has the credentials that meet your need.
4. Estimate the amount of federal funds you will need.
5. Complete Part I, II, III, and IV and return on or before the deadline.

***Mail completed applications to:***

Diana Very, LSTA Grant Officer  
Missouri State Library  
600 West Main Street, PO Box 387  
Jefferson City MO 65102-0387

**Deadline October 25, 2006**

**For further information, contact:**

Diana Very  
Missouri State Library  
Telephone: 573-526-1256 or (in Missouri) 800-325-0131, ext. 16.  
E-mail: [diana.very@sos.mo.gov](mailto:diana.very@sos.mo.gov)  
Or  
Barbara Reading  
Missouri State Library  
Telephone: 573-751-2679 or (in Missouri) 800-325-0131, ext. 4.  
E-mail: [barbara.reading@sos.mo.gov](mailto:barbara.reading@sos.mo.gov)

**CIPA COMPLIANCE**

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded. If triggered, CIPA will require a grant recipient to certify that it has in place a policy of Internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with Internet access. The nature of the certification depends upon the type of library making application.

**MISSOURI STATE LIBRARY**  
**LSTA BRING IN AN EXPERT GRANT PROGRAM**  
**APPLICATION FORM - Instructions**  
**Fall 2006**

Please call Diana Very, LSTA Grants Officer, 1-800-325-0131 ext. 16, if you have questions about the instructions or application form.

**GENERAL INSTRUCTIONS**

- Use the enclosed application form. The application form is not to be changed in any way.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part II—Program Narrative and Part III – Budget Narrative are to be typed, single-sided, double-spaced on plain sheets, with the library's name at the top of each sheet and page numbers at the bottom. Attach these narratives to the back of Part I - Application form.
- Signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8-1/2 x 11" paper. Do not use binders, folders, notebooks, or staples.

**ITEMIZED INSTRUCTIONS**

**Part I—Application Form**

- *Project number*—Leave blank.
- *Name of library*—Give the official, legal name of the library.
- *Federal Tax I.D. # or MO Vendor # if different*—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vendor ID number. In some cases, it is different and this is the number we must have to process your application.
- *Project Director*—Give name of person who will oversee the project and serve as a contact for reports. Include project director's email address and phone number.
- *Project Title*: Give a brief title for your project.
- *Total population of library's legal service area*—Using the latest available census figures, give the population of the legal service area for all participating agencies.
- *Estimated number of persons to be served by this project*—Give a realistic estimate, based on the best and most current information available, of the number of targeted people the project will reach. The Missouri State Census Data Center Web site may be found at: <http://www.oseda.missouri.edu/mscdc/index.html>.
- *LSTA funds requested*—Show the total amount of grant funds you are requesting. Round to the nearest dollar.

- *Project description*—Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Part II.

## Part II—Program Narrative

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Paperclip sheets to application form. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to back of application, after signature page. If you are working with a community partner, attach a letter explaining the resources provided by that partner to your project. A letter must be included for each partner.

## Part III—Budget Worksheet and Narrative

The clearly developed budget includes an **Item Description** of the planned expenditures itemized under the correct budget category. The **Basis for the Cost Estimate** should include the cost of each item multiplied by the number of items requested. The **Total Cost** columns are the final cost for the item that will be purchased with LSTA funds or local funds. The final **Total Project Cost** at the bottom will identify the project cost requested for the application.

The budget narrative is a clearly defined breakdown of all costs mentioned in the budget worksheet. This should be used to explain how these items would be used in the program and their relationship to each other. For example, explain the connection of purchasing supplies to the overall program involvement or explain how a speaker's cost is broken down.

## Part IV—Certification and Signatures

*Signature of Library Director*—The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink**.

*Signature of Library Board President*—The library board president must sign the application form, in **blue ink**. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board understands and approves the intent of the grant and will allow the designated project director to oversee the project.



## Application Review

Grant application rubric will be used for grant review. These are the topics that will be used to determine if the grant application meets the criteria required for the grant to be awarded. Use this as a check to verify that you are submitting a qualified application.

	Inadequate	Needs Correcting	Clarification Needed	Complete
Application identifies a specific audience				
Project addresses the identified need(s) of audience				
Application demonstrates strong project plan and manageable timeline				
Appropriate and proactive promotional strategies				
Scope is compliant with guidelines				
Allowable costs				
Budget detailed and justified				
Evaluation/Outcomes measure impact on audience				

**MISSOURI STATE LIBRARY  
LSTA BRING IN AN EXPERT GRANT PROGRAM  
APPLICATION FORM**

Fall 2006

**Part I—Application Form**

***Please print or type in black ink.***

Project # \_\_\_\_\_

Name of library: \_\_\_\_\_ Federal tax I. D. # \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Library Director: \_\_\_\_\_

Project Director (contact person): \_\_\_\_\_

E-mail address & phone number (contact person): \_\_\_\_\_  
\_\_\_\_\_

LSTA Funds requested: \$ \_\_\_\_\_

**Project abstract (not to exceed 250 words):**

**YOU MUST USE THIS SHEET AS PAGE ONE (1) OF YOUR APPLICATION**

## **Part II—Program Narrative**

Attach additional sheets with your descriptions of the proposed program, guided by the points below. Please number your sections to correspond with the numbers below. Program Narrative should be 3-5 pages.

### **1. Statement of Need**

What do you want to do and why?

How will your library improve its service because of the project?

How will your library patrons benefit from this project?

### **2. Project Summary**

What goal will be accomplished by this project?

What objectives are planned to meet this goal?

Name, address, and phone number of person(s) or firm you wish to hire:

Summarize proposed expert's credentials, and attach resume or business equivalent.

### **3. Evaluation**

How will hiring this individual impact your library, staff, and patrons?

What measures will you use to determine objectives and goals were met?

## Part III—Budget Worksheet and Budget Narrative

### Itemized Budget

Use the budget worksheet below; include a line-item budget. Round all figures to the nearest whole dollar. Check your math! LSTA funds may not be used for administrative overhead, “door prizes,” “incentives,” or any type of “gift” to presenters, participants, or libraries. The addition of local funds is encouraged but not required. If local funds will be added to the project, list them on the budget worksheet and explain them in the budget narrative. You may request up to \$5,000.

<b>Library Name:</b>				
<b>Project Title:</b>				
Category	Item Description	Basis for Cost Estimate	Total Cost / LSTA Funds	Total Cost / Local Funds
Expert				
Personnel – Hourly Salary & Fringe Benefits			\$	\$
Travel @ \$0.415 Per mile			\$	\$
Supplies			\$	\$
Equipment			\$	\$
IF any will be used - Equipment will NOT be purchased				
Contractual			\$	\$
<b>Total Project Costs</b>			\$	\$

**Budget Narrative**

The Budget Narrative is a clearly defined break down of all cost mentioned on the grants budget page. Explain, in narrative form, each line item in the budget worksheet. Show that these expenditures are clearly related to your project. Requests for substitute staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. Provide explanations for both federal and local funds.

Libraries awarded project funds will have the authority to move up to \$300 between line items within their final proposed budgets.

**The TOTAL LSTA FUNDS REQUESTED amount should match the amount of LSTA funds requested line in PART I.**

## Part IV—Certification and Signatures

**ATTENTION: You must use Part I – Cover Page, Part III – Budget Worksheet, and Part IV – Certifications and Signatures for your application! Part II – Program Narrative and Part III – Budget Narrative should be submitted on white paper, single sided, double-spaced. Please number the narrative pages of Part II and Part III. Part IV must be the last page of your application.**

*We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. The appropriate authorities of the applying library have authorized this application.*

\_\_\_\_\_  
Type name of Library Director

\_\_\_\_\_  
Type name & title of Authorized Official

\_\_\_\_\_  
Signature, Library Director (use blue ink)

\_\_\_\_\_  
Signature, Authorized Official (use blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Mail one copy of this completed application form to:**

Diana Very, LSTA Grant Officer  
Missouri State Library  
600 W. Main St.  
P.O. Box 387  
Jefferson City, MO 65102-0387

**Application Deadline: October 25, 2006** (postmarked or hand delivered).

*Project Grant Period: January 1, 2007 – June 30, 2007*

**YOU MUST USE THIS SHEET AS THE FINAL PAGE OF YOUR APPLICATION**

\_\_\_\_\_  
For State Library use only:

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

\$\_\_\_\_\_ Amount Awarded

*These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.*

